NOTICE – Reappear/Improvement Process in Even Semester 2022

APPLICABLE ONLY FOR BATCHES GRADUATING IN THE YEAR 2020 AND BEYOND

06 May 2022

The Even Semester reappears for Semester 2,4,6,8 & 10 are scheduled from 13 June to 1 July 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). 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 assessments. **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 20 May 2022 – Rs 750
   Up to 27 May 2022 – Rs 1500
   Up to 03 June 2022 – Rs 3000
   After 03 June 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 2 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).** (Please ensure that you are filling the improvement in only subjects that have a written exam as the ERP may be showing a tab for improvement in all subjects irrespective of the type of exam)

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

   Improvement Fee Timeline -
   Up to 20 May 2022 – Rs 750
   Up to 27 May 2022 – Rs 1500
   Up to 03 June 2022 – Rs 3000
   After 03 June 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 and pay the Re-appear Examination Fee within the prescribed timelines to avoid late fees.

1. Go to Sushant University website - go to Login - click student.
2. After login click 'Exam Registration Form/ Admit Card'.
3. Go to Exam Enrollment – check all details and submit the form.
4. You would be redirected to the Payment Gateway page. Fill the required details & submit the requisite fee.
5. Once the fee is paid the Reappear/Improvement Admit Card would be available on your TCSion portal.
6. To understand the process see the attached file – TCSion Enrollment Help File_Reappear_Exams.pdf
7. 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.
8. Payment can only be done online
9. For any queries contact 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

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 20 May 2022 is Rs 750/- and you do fill the information online but fail to make the payment then on the 21 May the charges as applicable on 21 May would apply. Further, the charges will be as per the slabs mentioned earlier). The examination department and the ERP team **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.

6/5/22

Anil Yadav
Controller of Examinations