

ANSAL UNIVERSITY GURGAON  
Examinations Department

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**NOTICE – Reappear/Improvement Process in Even Semester 2020**

APPLICABLE FOR ALL STUDENTS WHO WERE TO GRADUATE IN 2019 OR  
EARLIER

**Not Applicable** to Students who have backlogs from batches who would be graduating in 2020 or later (A separate notification dated 15 April was given for such students)

30 April 2020

The Reappear Datesheet for the Even Semester examinations shall be notified in due course of time. The date would be decided keeping in view the prevailing COVID-19 conditions and any Government Directives in that context. However, students should be prepared to take the assessments at a short notice. In this Semester following categories of 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 if applied within the prescribed timeline.

**Reappear Fee Timeline -**

Up to 10 May 2020 – Rs 750

Up to 17 May 2020 – Rs 1500

Up to 24 May 2020 – Rs 3000

After 24 May 2020 – Rs 5000

**Please note that if your last declared exam status is debarred (DB) for a particular subject then you cannot take such subject in the reappear mode** and would have to take it under repeat category during Summer 2 (date of which would be announced in due course)

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 10 May 2020 – Rs 750

Up to 17 May 2020 – Rs 1500

Up to 24 May 2020 – Rs 3000

After 24 May 2020 – Rs 5000

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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 May 2020 (Word File)
  
2. Process to make the payment –
  - a. Go to [www.ansaluniversity.edu.in](http://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.
  - 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, SHM & SOL – Mr Pankaj Kumar at [pankajkumar@ansaluniversity.edu.in](mailto:pankajkumar@ansaluniversity.edu.in)
  - For the Schools of SSAA & SSPD – Mr Sanjay Sharma at [sanjaysharma@ansaluniversity.edu.in](mailto:sanjaysharma@ansaluniversity.edu.in)
  - For the School of SSB – Mr Harish Kaushik at [harishkaushik@ansaluniversity.edu.in](mailto:harishkaushik@ansaluniversity.edu.in)
  - For the Schools of SSHS & SET – Mr Manoj Nandal at [manojnandal@ansaluniversity.edu.in](mailto:manojnandal@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 being done as per the notification above else the form would be rejected.

**IMPORTANT:** Please note that your registration will not be considered till the time registration fee is paid 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 10 May 2020 is Rs 750/- and you do fill the information but fail to make the payment then on the 11 May the charges as applicable on 11 May 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.

For any query related to filling up the form you can get in touch with the persons mentioned above based on your programme.

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