

SUSHANT UNIVERSITY  
Examinations Department

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**Notice: End Semester Examinations December 2024 - Guidelines for Students**

04 December 2024

Attention: All Students taking the End Semester Examinations (ESE) December 2024

All students are requested to adhere to the following guidelines:


1. **Washrooms break shall not be permitted for exams that are upto two hours duration.**
2. **For Exams that are longer in duration than two hours** the students cannot use the washrooms for the first two-hour and the last thirty minutes of the exam duration. Those who do need to go to the washroom have to sign the 'Student Movement Record Sheet' with 'in and out' timing. Students are allowed only five minutes, including coming and going, to use the washroom. Any student taking more than five minutes may be debarred from continuing the exam further.
3. The Theory exams will be conducted daily in two shifts i.e. 10:00 AM to 12:00 Noon (10 AM to 1 PM for B.Pharm) and 2:00 PM to 4:00 PM (2 PM to 5 PM for B.Pharm & Ph.D) respectively. All Exam Schedules are available on SU Website ([sushantuniversity.edu.in](http://sushantuniversity.edu.in)).
4. All theory Exams shall be held in Block D of the University (unless specified otherwise). Therefore, check the seating plan carefully. The room number & seating plan for the exam would be displayed at the entrance of D Block at least an hour before the start of the exam.
5. Students are required to be seated 10 minutes before the commencement of the exam. **No student will be permitted to appear in the exams after 10 minutes from the start of the examination.**
6. The Examination Office has approved all Admit Cards for the eligible students on the TCSion portal. So in case you had applied for the Admit Card and the "Print Hall Ticket" option is not visible then that means your document verification process is incomplete. Please get in touch with your respective School Dean Office immediately and submit all documents for you to become eligible to take the exam. Those who have applied for a Manual Admit Card must carry the document bearing the sign and stamp of the CoE.
7. **Any discrepancy (fee issue, Exam ID/Admit Card misplaced etc.) on the part of the students must be resolved by students themselves with the help of the authorities within first 10 minutes of commencement of the examination, failing which they will not be permitted to appear in the examinations and concerned student(s) shall only be responsible for any such kind of situation.**
8. All the students must have their **Examination Admit Cards along with valid Student ID cards in order to appear in the examinations.** In case you do not have a valid University ID then you will only be permitted if you are carrying, in original, either of the following – Aadhar Card, Driving License, PAN Card, Election ID Card, Passport. All other ID/Photocopies of IDs even if attested/scanned photo of IDs in the mobile phone will NOT be considered as valid ID Proof.
9. 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. You having the Admit Card only means that there are no pending dues against you and your document verification has been completed. Students not having the minimum attendance as required by the University shall be debarred from taking the ESE/Summer Semester. Your School would share the debarred list with you in due course.

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10. If the Examination Admit Card of a student is lost, a duplicate Examination Admit Card will be issued by the Examination Department only after the payment of Rs.300/- to the Accounts Department.
11. The students should not make noise/loiter around in the corridors, washrooms and other public utilities of the University during the Examinations. They should vacate the building immediately after their exams are over.
12. No student would be allowed to leave the exam hall for the first hour even if they have finished the paper.
13. If students are in possession of any of the following items, their candidature will be treated as **Unfair Means** as per Rules and Regulations of SU and the material will be seized. Any textual material, Log Tables and Electronic Watches with facilities of calculators, printed or written material, bits of papers, mobile phones, Blue-tooth devices, pager, or any other electronic gadget/device, etc. Detailed Rules and Regulations pertaining to Unfair Means are available on SU Website under Ordinance – 05 at the link <https://sushantuniversity.edu.in/uploads/pdf/First-Ordinance-of-Ansal-University.pdf> (for exception of this rule see point 15)
14. Writing anything on the question paper except the roll number will be treated as unfair means.
15. For the undergraduate programmes students taking theory exam of Semester One to Four, the exam would be 'Open book' in nature (unless specified otherwise)- students would be allowed to carry one text book (not from the library) in the exam. However, sharing of such books shall not be permitted and shall be construed as Unfair Means and booked under rules mentioned in Point 13 above.

All the best for your examinations!

  
4/12/24

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

