SUSHANT UNIVERSITY

Examinations Department

Notice: Exam Registration & Admit Card for ESE December 2026

16 November 2026

The students are hereby notified that the Exam Registration application form for the End Semester Examination (ESE) (Regular) scheduled to be held in December 2026 based on which your Admit Card would be generated is now live on the TCSion platform. **Please note the deadline date to submit the Examination Form without penalty is 1600 Hrs of 27 November 2026.**

Admit Card Timeline – ESE ODD Semester 2026
Up to 27 Nov 2026 (1600 Hrs) – **No charge**
Up to 4 Dec 2026 (1600 Hrs) – Rs 1000
After 4 Dec 2026 (1601 Hrs) – Rs 3000 (if the exam is yet to take place)

Please note the following -

1. All students appearing in **End Semester Examinations need to apply on their TCSiON login page to fill the examination form**. Go to Sushant University website - go to Login - click student. After login click 'Exam Registration Form/ Admit Card'. Go to Exam Enrolment – check all details submit the form. (See help file)
2. Please note that the system would not let you submit the form if you have any dues pending. If the dues are pending then you need to first clear the dues by making online payment. (See help file) Once the payment has been made you may need to wait for 12 to 24 hours before trying to fill the Registration Form.
3. All students (except Ph.D) need to pay the following as exam fee before starting to fill the exam form:
   a) 1st Semester – Rs 4000
   b) 3rd Semester – Rs 3500
   c) 5th Semester – Rs 3000
   d) 7th Semester – Rs 3000
   e) 9th Semester – Rs 2500

   (It is possible that several of you may have paid the Semester exam fee at the time of paying the Semester tuition fees. In that case you can directly fill the form.)

4. All **Ph.D scholars** of Semester 2nd, 3rd, 4th, 5th, 6th & 7th need to make a payment of Rs 1000.
5. **No change is possible once the form is submitted, so please check all details carefully before submitting the form. In case of incorrect subjects or missing subjects student must get it rectified by sending email to ERP helpdesk erpsupport@sushantuniversity.edu.in (or visit D-312) before submission of admit card form.**
6. All online application forms received will be scrutinized by the Controller of Examination (COE) for:

   Document verification (if any document is pending). If you are unsure about the status of your document verification then get in touch with your School Dean's Office or the

Registrar Office. They have the latest information available with them about your document verification status. Even if a student is satisfying all other conditions but the document verification process is incomplete then though the student may have been able to submit the Examination Form but still they will not be issued the Admit Card.

7. All applications satisfying the above criteria's will be approved by COE (from 27 November onwards).
8. Once approved, student can print their Admit Card from their TCSion when they see 'Regular Enrolment- Hall Ticket'. (See help file)
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. Students not having the minimum attendance as required by the University would be debarred from taking the ESE. The debarred list would be shared with you by your School about a week before the exams.
10. If any student has submitted the form but still did not receive the Admit Card latest by 30th November 2026 then they must approach their School Dean's Office to find out the reason. The student themselves would be responsible to take this action at the earliest.
11. No student will be allowed to enter the university campus without valid admit card and ID card during the examination.
12. Students can get duplicate Admit card printed from the portal on their own free of cost. However, if the same is to be requested from the Office of the COE then it would only be printed and issued after making a payment of Rs 300 in the Accounts Office & producing the receipt thereof.
13. No student, under any circumstances, will be allowed to appear in examination without filling the online examination form.
14. Please note that there is a separate Admit Card process for applying for backlog exams (see Notices dated 20 Aug & 16 October 2026).

Best Wishes for your Examinations and Future Endeavours.

16/11/26

SUSHANT UNIVERSITY ★ CONTROLLER OF EXAMINATION ★ SECTOR-55, GURUGRAM

Anil Yadav
Controller of Examinations