

SUSHANT UNIVERSITY (Erstwhile Ansal University)  
Examinations Department

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15 January 2021

**NOTICE – Rechecking and/or Reevaluation – Odd Semester Examinations-  
December 2020- January 2021**

**Subject: Submission of Rechecking or Reevaluation Form and deposit of its Fee related to Odd Semester Examinations- December 2020- January 2021.**

1. The University is in the process of results declaration.
2. Each student is entitled to ask for **Rechecking or Reevaluation** of any of his/her answer-book(s) on the submission of prescribed form(s) along with the payment of prescribed fee(s) as per Ordinance – 05 of AU.
3. Therefore, students who want Rechecking or Reevaluation of their answer-book(s) are required to fill the Prescribed Form(s) and pay the prescribed Fee(s) **within 15 (Fifteen) days (inclusive of Saturday's and Sunday's) from the declaration of the concerned result(s).**
4. Rechecking Fee is Rs. 500/- per paper/course and Reevaluation Fee is Rs. 900/- per paper/course.
5. Rechecking or Reevaluation is allowed only for External Component (End Semester) of the course(s) that have a written examination. Rechecking or Reevaluation is not allowed for Mid-Term Examination/Practical/Project/Viva-Voce/Summer Internship/Jury related courses.
6. Forms related to reevaluation & rechecking are available on AU Website at following links:

URL to download Reevaluation Form:

[Re-Evaluation-Form.doc](#)

URL to download Rechecking Form:

[Re-Checking-Form.doc](#)

7. Concerned students are advised to download the Applicable Form(s), fill it, submit the applicable Fee at Accounts Department (see the process mentioned below) and then submit the duly filled form(s) with a copy of fee receipt(s) to their respective Schools Exam Coordinators mentioned below. **PLEASE FILL SEPARATE FORM(S) IN CASE YOU ARE APPLYING FOR RECHECKING OR REEVALUATION OF MORE THAN ONE SEMESTER'S ANSWER-BOOKS.**

**Process:** Concerned students are advised to fill the Form (soft copy only to be sent) and pay the Fee latest **by the timelines specified above.**

7.1 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



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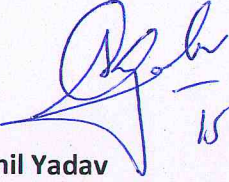
- d. Choose your payment option and submit
- e. Save the acknowledgment by **Print this Page** for further process.

7.2 Payment can only be done online

7.3 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 SoD, SOL & VHTBS – Mr Pankaj Kumar at [pankajkumar@sushantuniversity.edu.in](mailto:pankajkumar@sushantuniversity.edu.in)
- For the Schools of SAA & SPD – Mr Sanjay Sharma at [sanjaysharma@sushantuniversity.edu.in](mailto:sanjaysharma@sushantuniversity.edu.in)
- For the Schools of SHS– Mr Manoj Nandal at [manojnandal@sushantuniversity.edu.in](mailto:manojnandal@sushantuniversity.edu.in)
- For the School of SET & SoB – Mr Suresh Kumar at [sureshkumar@sushantuniversity.edu.in](mailto:sureshkumar@sushantuniversity.edu.in)

7.4 Incomplete Word file and without the payment proof would be rejected. Also it is your responsibility that the correct payment amount is made as per the notification above else the form would be rejected. Please ensure that all details in the form being submitted are correct including subject code, title, semester, etc. The exam office would not be responsible for any error by the student due to which the students' form may be rejected.

  
15/1/21  
**Anil Yadav**  
Controller of Examinations

