NOTICE – Registration for Reappear & Improvement Category open for Odd 2023 Semester

10 October 2023

Reference to the Notice dated 29 September 2022 about Discontinuation of Summer 1 & 2 (Discontinuation-of-Summer-1-&-2-for-Non-final-Year-Courses.pdf) In this context, the Registration for Reappear and Improvement Category is now open for Odd 2023 (Semester 1,3,5,7,9)

The Registration for Repeat Category is already over for Odd 2023 (Notification dated 18 August 2023).

1. **Reappear** – This would be for those students who have failed a subject after taking all assessment. **The previous internal marks shall be carried forward.**

   The fee for the same would be Rs 1000 per component if applied within the prescribed timeline.

Reappear Fee Timeline – ESE Odd Semesters 2023
Up to 09 Nov 2023 – Rs 1000
Up to 17 Nov 2023 – Rs 2000
Up to 24 Nov 2023 – Rs 4000
After 24 Nov 2023 – Rs 6000 (if the exam is yet to take place)

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 1000 per subject if applied within the prescribed timeline.

Improvement Fee Timeline – ESE Odd Semesters 2023
Up to 09 Nov 2023 – Rs 1000
Up to 17 Nov 2023 – Rs 2000
Up to 24 Nov 2023 – Rs 4000
After 24 Nov 2023 – Rs 6000 (if the exam is yet to take place)

Process to apply: (helpfile attached)

6   Go to https://www.tcsion.com/SelfServices/
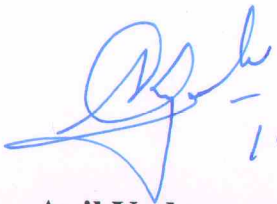6.1   Insert your login credentials then Click "Login"
6.2   Click "Exam Registration Form/Admit Card Download"
6.3   Click "Exam Enrollment"

6.4 In subject enrollment details Click plus icon to view to the subject

6.5 Semester name will be visible to select the subject

6.6 On clicking the + icon to select the subject

6.7 Select the Reappear or Improvement subject **(by default all subjects can be selected – therefore be careful and choose the correct one else you may end up paying reappear fees even for subjects that you have already passed or have applied for Improvement in a subject which cannot be taken under this category [see point 2 above])**

6.8 Verify the fee details click on submit button.

6.9 Click "Proceed" (once submitted the details cannot be changed)

6.10 Click "Pay Now"

7   For any technical issue contact at erpsupport@sushantuniversity.edu.in

8   For any subject related query contact the following (or go to D-105)–

   (i)   For SAA– Mr Sanjay Sharma (9810176369) at
           sanjaysharma@sushantuniversity.edu.in

   (ii)   For the Schools of SoB & VHTBS – Mr Suresh Kumar (8860712941) at
           sureshkumar@sushantuniversity.edu.in

   (iii)   For the School of SHS– Ms Sneh Lata (7838883513) at
           snehlata@sushantuniversity.edu.in

   (iv)   For School of SOL & SOD – Mr Gopal Agarwal (9891075259) at
           gopalagarwal@sushantuniversity.edu.in

   (v)   For SET– Mr Shailender Singh Negi (9868725426) at
           shailendernegi@sushantuniversity.edu.in

IMPORTANT: For completing the registration process, it is mandatory that both the form and the payment be submitted within the timelines specified above. 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.

10/10/23

Anil Yadav
Controller of Examinations