

SUSHANT UNIVERSITY  
Examinations Department

**NOTICE – Registration for Repeat Category open for Even 2025 Semester**

04 February 2025

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 Repeat Category is now open for Even 2025 (Semester 2,4,6,8,10) (There will be a separate notification in April for students who need to apply for Reappear/Improvement categories)

1. The Repeat category shall be taken as a Repeat through a Guided Self Study Course (GSSC) at the end of which the student would also take the exam. **In this case the student's previous internal marks shall stand null and void.**
2. **Repeat with GSSC (Compulsory & Optional)** is applicable in case of-
  - A) Repeat Compulsory - If the previous exam result status is Debarred (DB) due to attendance (all programmes)
  - B) Repeat Optional - Any student who has failed a subject and who wants to improve upon their previous internal marks need to repeat the course
  - C) Repeat Compulsory – If the subject has only one component of 100% - either internal or external (all programmes)
  - D) Repeat Compulsory - Exam result status Debarred (DB) due to less than pass marks (50%) in internal (applicable only for B.Arch- up to 2019 batch admissions)
3. The faculty allocated for the GSSC has to certify and submit to the exams office that the student has met all requirements for the GSSC. Faculty shall maintain and monitor the logbook for attendance and shall note the student interactions. This shall be accounted for a student's minimum requirement of attendance i.e. 75% during the semester for above categories.
4. The Time-Table for Repeat Category shall be merged with the regular Semester Time-Table; hence, identification of such dedicated hourly slots would be done by the respective schools. Dean's Office shall monitor the overall Time-Table in order to avoid clashes
5. Examination of Repeat/Reappear shall be held with the End Semester Examinations.
6. The fee for the same would be Rs 5000 per subject if applied within the prescribed timeline.

<b>Repeat with GSSC (Compulsory &amp; Optional) Fee Timeline- (Even Semesters)</b>
Up to 17 Feb 2025 – Rs 5000
Up to 24 Feb 2025 – Rs 6000
Up to 3-Mar 2025 – Rs 7000 (if the GSSC sessions for the particular subject have not commenced)
After 3 March 2025 – Rs 8000 (if the GSSC sessions for the particular subject have not commenced)

**Process to apply: (helpfile attached)**

7. Go to <https://www.tcsion.com/SelfServices/>
8. Insert your login credentials then Click "Login"
9. Click "Exam Registration Form/Admit Card Download"
10. Click "Exam Enrollment"
11. In subject enrollment details Click plus icon to view to the subject

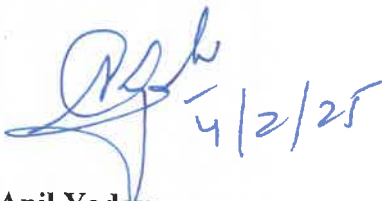
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12. Semester name will be visible to select the subject
13. On clicking the + icon to select the subject
14. Select the repeat subject (**by default all subjects can be selected – therefore be careful and choose the correct one else you may end up paying repeat fees even for subjects that you have already passed**)
15. Verify the fee details click on submit button.
16. Click "Proceed" (once submitted the details cannot be changed)
17. Click "Pay Now"
  
18. For any technical issue contact at [erpsupport@sushantuniversity.edu.in](mailto:erpsupport@sushantuniversity.edu.in) (or visit D-312)
  
19. For any subject related query contact the following (or go to D-105)–
  - (i) For the School – SAA – Ms Monika (9990750758) at [monika@sushantuniversity.edu.in](mailto:monika@sushantuniversity.edu.in)
  - (ii) For the Schools - SoB / VHTBS /Ph.D – Mr Suresh Kumar (8860712941) at [sureshkumar@sushantuniversity.edu.in](mailto:sureshkumar@sushantuniversity.edu.in)
  - (iii) For the School – SHS – Ms Sneh Lata (7838883513) at [snehlata@sushantuniversity.edu.in](mailto:snehlata@sushantuniversity.edu.in)
  - (iv) For Schools - SOL & SOD – Mr Gopal Agarwal (9891075259) at [gopalagarwal@sushantuniversity.edu.in](mailto:gopalagarwal@sushantuniversity.edu.in)
  - (v) For the School – SET – Mr Shailender Singh Negi (9868725426) at [shailendernegi@sushantuniversity.edu.in](mailto:shailendernegi@sushantuniversity.edu.in)

**Contact the respective School Dean's office for any queries related to the class schedule for each subject.**

**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.

  
4/2/25

**Anil Yadav**  
Controller of Examinations

