

SUSHANT UNIVERSITY (Erstwhile Ansal University)  
Examinations Department

**NOTICE – Registration for Repeat Category open for Odd 2022 Semester**

29 September 2022

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 Odd 2022 (Semester 1,3,5,7,9) (There will be a separate notification in November 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 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 (Not applicable for B.Pharm)
  - C) Repeat Compulsory – Any student who has failed courses/subjects which have 100% internal assessment (all programmes)
  - D) Repeat Compulsory - Exam result status Debarred (DB) due to less than pass marks (50%) in internal (applicable only for B.Arch- upto 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 and 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- (Odd Semesters)</b>
Up to 8 October 2022 – Rs 5000
Up to 14 October 2022 – Rs 6000
Up to 20 October 2022 – Rs 7000
After 20 October 2022 – Rs 8000 (if the GSSC sessions for the particular subject have not commenced)

**Process to apply:**

7. The Repeat exam Form is attached–  
File Name: **Repeat-with-GSSC-Exam-Form**
8. Process to make the payment –
  - a. Go to [www.sushantuniversity.edu.in](http://www.sushantuniversity.edu.in) -> Academics -> Exam Payment Link  
(or <https://sushantuniversity.edu.in/exstudent/>)



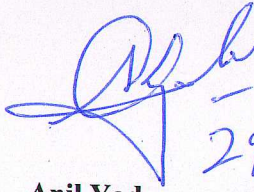
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- b. Fill all the details and amount as per the criteria.
  - c. Submit the details; it goes to the payment gateway
  - d. Choose your payment option and submit
  - e. Save the acknowledgment by **Print this Page** for further process.
9. Payment can only be done online
10. The Completed word document and the payment proof (in the form of print receipt as mentioned above) should be sent by email (or submitted in D-105) to the following –
- (i) For School of Art & Architecture – Mr Sanjay Sharma (9810176369) at [sanjaysharma@sushantuniversity.edu.in](mailto:sanjaysharma@sushantuniversity.edu.in)
  - (ii) For the Schools of SET & SoB– Mr Suresh Kumar (8860712941) at [sureshkumar@sushantuniversity.edu.in](mailto:sureshkumar@sushantuniversity.edu.in)
  - (iii) For the School of SHS– Ms Sneh Lata (7838883513) at [snehlata@sushantuniversity.edu.in](mailto:snehlata@sushantuniversity.edu.in)
  - (iv) For School of VHTBS and SOL – Mr Gopal Agarwal (9891075259) at [gopalagarwal@sushantuniversity.edu.in](mailto:gopalagarwal@sushantuniversity.edu.in)
  - (v) For School of SoD and SPD – Mr Manoj Kumar (9050470791) at [manoj.kumar@sushantuniversity.edu.in](mailto:manoj.kumar@sushantuniversity.edu.in)

**For any queries related to the class schedule for each subject students need to contact their respective School Dean's office.**

**IMPORTANT:** For completing the registration process, it is mandatory that both the form and the payment receipt be submitted to the Exam Office 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.

  
29/9/22

**Anil Yadav**  
Controller of Examinations

