

SUSHANT UNIVERSITY (Erstwhile Ansal University)
Examinations Department

SOP for End Semester Examination – January 2022

02 December 2021

The End Semester Examinations for all programs are going to start from January 2022. Keeping in view the various issues faced by students/ parents in writing their examinations and promotion to the next academic semester, the following SOP is drafted to facilitate the students.


1. All students appearing in End **Semester Examinations (ESE)** need to apply on their **TCSiON login to fill the examination form**. The link for filling the form will be shared soon with all students through e-mail and displayed on the notice boards of their respective schools.
2. No examination form will be entertained in offline mode for regular exams.
3. The online application for examination will start from December 10,2021 for all schools. No student, in any circumstances, will be allowed to appear in examination without filling the online examination form.
4. In order to fill the examination form, **student needs to clear their all dues before 10th December**. The portal will not allow any student having dues (Fees / late fine/ Library fine / Exam Fees/ Any other dues) to fill the online application form.
5. Once the form is submitted no change is possible in the form at a later date so please check all details carefully before submitting the form.
6. All online application forms received will be scrutinized by the Controller of Examination (COE) and Director Academic Affairs office for:
 - I. 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. They have the latest information available with them about your document verification status. Even if a student is satisfying all the above-mentioned conditions (listed in Point 4 above) 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.
 - II. Disciplinary issue (if any)
 - III. For students of B.Arch (upto batch 2019 Admissions) the students would be required to do the process of filling the Examination Form as mentioned above but their Admit Cards would only be released by end of December, as a separate pass in the internal component is a requirement in order to appear in the ESE.
7. All applications satisfying the above criteria's will be approved by COE. Once approved student can download their Admit Card from their TCSion and they can print the Admit Card.
8. If any student has submitted the form from his end and still not receive the Admit Card latest by 20 December 2021 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. Non-qualified applicants will be given 3 days to share the

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desired details or complete the discrepancy in the form / share the document if not submitted or clear the dues if any.

9. No student will be allowed to enter the university campus without valid admit card and ID card during the examination.
10. University Authorities will be available for any trouble shooting from 3rd January to 5th January.
11. Students can get duplicate Admit card printed from the portal on their own free of cost. However, if the same is 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.
12. **The last date to submit the Examination Form is 17 December 2021.**

Best Wishes for your Examinations and Future Endeavours.


2/12/21

Anil Yadav
Controller of Examinations

