SUSHANT UNIVERSITY

Examinations Department

NOTICE – Registration for Reappear & Improvement Category open for Odd 2025 Semester

13 October 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 Reappear and Improvement Category is now open for Odd 2025 (Semester 1,3,5,7,9)

The Registration for Repeat Category is already over for Odd 2025 (see Notification dated 22 August 2025).

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 Semester 2025
Up to 7 Nov 2025 – Rs 1000
Up to 17 Nov 2025 – Rs 2000
Up to 25 Nov 2025 – Rs 4000
After 25 Nov 2025 – 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 Semester 2025
Up to 7 Nov 2025 – Rs 1000
Up to 17 Nov 2025 – Rs 2000
Up to 25 Nov 2025 – Rs 4000
After 25 Nov 2025 – Rs 6000 (if the exam is yet to take place)

Process to apply: (See attached Backlog Form Help file-1)

3 Go to https://www.tcsion.com/SelfServices/

3.1 Insert your login credentials then Click "Login"

3.2 Click "Exam Registration Form/Admit Card Download"

3.3 Click "Exam Enrollment"

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

3.5 Semester name will be visible to select the subject
3.6 On clicking the + icon to select the subject
3.7 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])**
3.8 Verify the fee details click on submit button.
3.9 Click "Proceed" (once submitted the details cannot be changed)
3.10 Click "Pay Now"
3.11 Once payment has been received successfully, the form will appear on your exam enrolment screen. Click "Action Icon" to download your admit card/hall ticket.
3.12 A button to print your hall ticket will appear at the top. From the same screen, you can print or save as a PDF.

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

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

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

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

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

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

(v) For the School – SAA – Mr Kuldeep Sharma (9999958568) at kuldeepsharma@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.

13/10/25

SUSHANT UNIVERSITY ★ CONTROLLER OF EXAMINATION ★ SECTOR-55, GURUGRAM

Anil Yadav
Controller of Examinations