SUSHANT UNIVERSITY (Erstwhile Ansal University)
Examinations Department

14 July 2022

NOTICE – Rechecking and/or Re-evaluation for ESE Jun-Jul 2022

Subject: Submission of Rechecking or Re-evaluation Form and deposit of its Fee related to ESE Jun-Jul 2022 (Even semesters)

1. The University is in the process of results declaration.
2. Each student is entitled to ask for **Rechecking or Re-evaluation** of any of his/her answer-book(s) on the submission of prescribed form(s) along with the payment of prescribed fee(s) as per Ordinance – 05 of SU.
3. Therefore, students who want Rechecking or Re-evaluation of their answer-book(s) are required to fill the Prescribed Form(s) and pay the prescribed Fee(s) **within 15 (Fifteen) days (inclusive of Saturday's and Sunday's) from the declaration of the concerned result(s)**.
4. Rechecking Fee is Rs. 500/- per paper/course and Re-evaluation Fee is Rs. 900/- per paper/course.
5. Rechecking or Re-evaluation is allowed only for External Component (End Semester) of the course(s) that have a written examination. Rechecking or Re-evaluation is not allowed for Mid-Term Examination/Practical/Project/Viva-Voce/Summer Internship/Jury related courses.
6. Forms related to re-evaluation & rechecking are available on SU Website at following links:

   URL to download Re-evaluation Form:
   Re-Evaluation-Form.doc

   URL to download Rechecking Form:
   Re-Checking-Form.doc

7. Concerned students are advised to download the Applicable Form(s), fill it, submit the applicable Fee at Accounts Department (see the process mentioned below) and then submit the duly filled form(s) with a copy of fee receipt(s) in the Exam Office (D-105). PLEASE FILL SEPARATE FORM(S) IN CASE YOU ARE APPLYING FOR RECHECKING OR REEVALUATION OF MORE THAN ONE SEMESTER'S ANSWER-BOOKS.

Process: Submit the form & fee receipt in Exam Office latest **by the timelines specified above**.

7.1 Process to make the payment (online)–

a. Go to https://sushantuniversity.edu.in/ **> Academics -> Exam Payment Link (or** https://sushantuniversity.edu.in/exstudent/)
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.

7.2 Payment, alternately, can also be made at the counter in the Accounts Office.

7.3 Incomplete Word file and without the payment proof would be rejected. Also it is your responsibility that the correct payment amount is made as per the notification above else the form would be rejected. Please ensure that all details in the form being submitted are correct including subject code, title, semester, etc. The exam office would not be responsible for any error by the student due to which the students' form may be rejected.

14/7/22

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

Anil Yadav
Controller of Examinations