

ANSAL UNIVERSITY GURGAON

NOTICE

10 January, 2017

Subject: Submission of Re-Checking OR Re-Evaluation Form and deposit of its Fee by the students related to December 2016 End Semester Examination.

1. I'm happy to inform you that this is **First Time** since the inception of Ansal University Gurgaon that all results of an End Semester Examination have been declared within 10 days of finishing the exams.
2. In order to streamline other related procedures, it is for kind information to all the students that each student is entitled to ask for **Re-Checking OR Re-Evaluation** of any of his/her answer-book(s) on the submission of prescribed form(s) alongwith the payment of prescribed fee(s) as per Ordinance – 05 of AU.
3. Therefore, concerned students, who want Re-Checking OR Re-Evaluation of their answer-book(s) pertaining to December 2016 End Semester Examination, are required to fill the Prescribed Form(s) and pay the prescribed Fee(s) within 15 (Fifteen) days from the declaration of the concerned result(s).
4. **Re-Checking and Re-Evaluation Forms** related to December 2016 ESE are available on AU Website at following links:
URL to download Re-Checking Form:
<http://www.ansaluniversity.edu.in/wp-content/uploads/2015/10/Re-Checking-Form-ESE-DEC.-20161.pdf>
URL to download Re-Evaluation Form:
<http://www.ansaluniversity.edu.in/wp-content/uploads/2015/10/Re-Evaluation-Form-ESE-DEC.-20161.pdf>
5. Concerned students are advised to download the Applicable Form(s), fill it, attach a copy of Online Published Result(s) OR a copy of Issued Grade Card(s) available with you, submit the applicable Fee at Accounts Department and then submit the duly filled form(s) with a copy of fee receipt(s) to their respective Schools.
6. **The Last Date for submission of Re-Checking OR Re-Evaluation Form(s) alongwith Fee Receipt(s) to the respective Schools by the students is 27 January, 2017 (Friday).**
7. **Re-Checking Fee is Rs.500/- per paper/course and Re-Evaluation Fee is Rs.900/- per paper/course. A copy of this notice is also available on AU Website at the sub-link "Notices" of main-link "Examination".**
8. Concerned students can request Re-Checking OR Re-Evaluation only for External Component (End Term) of the course(s) in which they have given Written Examination during Dec 2016 ESE. Re-Checking OR Re-Evaluation is not allowed for Mid-Term Examination/Practical/Project/Viva-Voce/Summer Internship/Jury related courses.
9. Schools are requested to kindly accept these forms and then submit the duly filled Re-Checking and Re-Evaluation Forms approved by HoI along with copy of applicable fee receipts to Examination Department latest **by 04:00PM of 29 January, 2017 (Monday)** with a detailed list to enable us in taking further necessary actions to also finish this job within stipulated time as per Ordinance – 05.
10. Concerned Hols/Deans are further requested to ensure smooth submission of Re-Checking and Re-Evaluation Forms and deposit of Applicable Fee by the concerned students as per the above mentioned **last dates, as No Form and Fee will be accepted after the last dates.**

Dr. Mohit Verma
Controller of Examinations