

# ANSAL UNIVERSITY GURGAON

## Examinations Department

### Notice- Issue of Admit Cards

May 2, 2017

Dear Students,

1. The filling of Regular Examination Forms and thereafter generation of your Examination Admit Cards with the linkage of the Attendances and Fee Status for May 2017 ESE is now open online. (Except for the Sushant School of Art and Architecture which would be open at 10 AM of 3<sup>rd</sup> May 2017)
2. Please note that this online filling of examination form and thereafter generation of your admit cards process is applicable only for the current semesters students appearing in May 2017 End Semester Examinations. This is not for the students who are appearing in May 2017 ESE as re-appears / improvement of scores / lateral entry / migration case, because such students have already filled their off-line forms.

Example: If you are a student of BBA-4th Semester and you have Re-appear or want to Improve your Score of 2<sup>nd</sup> Semester, then you have to fill online Examination Form ONLY for 4<sup>th</sup> Semester, because to appear in the Re-appear/ Improvement of Score Examination, Off-line Examination Forms the date is already over.

3. Please ensure well in advance before processing for filling of online examination form, that you have obtained your login ID and password from the University. If not, please follow the process as under:

Its Mandatory for you to have Login to Student ERP (ISIM-AU). If not accessed before, please find the details below and do the same:

Link <http://portal.ansaluniversity.edu.in>

Click In Campus if connected to Ansal University Wi-Fi/LAN

Click Off Campus if connected to internet from outside AU

Login Name: (ex. 151BBAGEN091 or AU140030201002P)

Password: DDMMYYYY (ex. 02121997)

Enter Code: from Image

If you are still unable to Login, kindly share your concerns at [studentportal@ansaluniversity.edu.in](mailto:studentportal@ansaluniversity.edu.in) or you can personally visit D-312 and get issues resolved then and there.

The process is as under -

- A) Click on Exam Tab
- B) Check your details
- C) Student Accepts the Legal Declaration mentioned on his/her Examination Form, Accepts it & Saves it and then takes Print of Receipt that S/he has accepted abovementioned details.
- D) The HOI logins
- E) HOI Clicks on the Exam Preparation Page available in STUDENT Module on his/her Login
- F) HOI Checks for Balance Fees and Attendance % and Authenticates the Record as per policy. (Level 1)
- G) CoE Cross-Checks the Level 1 Authentication and Authenticates the Record as per policy. (Level 2)
- H) Then after intimation of COE, the Admit Cards need to be printed by the HOIs for distribution to the eligible students for May 2017 ESE
- I) If in case, the student loses the Admit Card, S/he needs to get the Duplicate / Triplicate copy of Admit Card from Controller of Examinations Only. CoE will issue the same only after getting fee receipt of Rs.300/- that student has to pay at Accounts Department before approaching to CoE Office
- J) Once authenticated by both levels, the Examination Form & Admit Card get generated. HOIs will issue only Admit Cards to the eligible students, Examination Forms will be submitted to Examination Department immediately after issuance of Admit Cards

Please complete all processes by 4 PM of Thursday the 4<sup>th</sup> April 2017.



Anil Yadav

Controller of Examinations