

ANSAL UNIVERSITY GURGAON

Examinations Department

Notice- Issue of Admit Cards

November 29, 2017

1. The generation of your Examination Admit Cards with the linkage of the Attendances and Fee Status for December 2017 End Semester Examinations (ESE) has commenced.
2. The generation of your admit cards process is applicable only for the current semesters students appearing in December 2017 ESE. This is not for the students who are appearing in December 2017 ESE as re-appears / improvement of scores / lateral entry / migration case, because such students have already filled their off-line forms.
3. Once the Dean of your School has ensured that you are eligible to take an exam keeping in account any pending fees, attendance requirement and document verification s/he will authenticate your Admit Card. On authentication the admit card automatically gets activated on student portal and you will simultaneously get an SMS notification.
4. Please ensure before printing of online examination admit card, that you have obtained your login ID and password from the University. If not, please follow the process as under:

It is 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

For any technical issues contact [ithelpdesk@ansaluniversity.edu.in](mailto:ithelpdesk@ansaluniversity.edu.in) or visit D-312 and get issues resolved then and there.

The process is as under -

- A) Click on Exam Tab
- B) Click on Print Admit Card
- C) You can print or download admit card
- D) If in case, the student loses the Admit Card, S/he needs to get the Duplicate 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.

**In case any student does not get any notification or the Admit Card is not reflected on the portal latest by Thursday the 30<sup>th</sup> November by 12:30 PM then they must in touch with their respective School Office to find out the reasons (the likely reasons would be authentication not done by your Dean due to any pending fees, attendance requirement and incomplete document verification).**



Anil Yadav  
Controller of Examinations

