

ANSAL UNIVERSITY GURGAON  
Examinations Department


July 13, 2017

Sub: Special Supplementary Examinations July 2017 - Guidelines for Students

Attention: All Students taking the SSE July 2017 Examinations

All students are requested to adhere to the following guidelines:

1. The July 2017 SSE Theory exams will be conducted daily in two meetings/shifts i.e. 09:30 am to 12:30 pm and 1:30 pm to 4:30 pm respectively. All Exam Schedules (Theory) are available on AU Website.
2. **No student will be permitted** to appear in the exams **after 15 minutes from the start of the examination.**
3. **Any discrepancy (fee issue, Exam ID Card misplaced etc.)** on the part of the students **must get resolved** by themselves with the help of the authorities **within first 15 minutes of commencement of the examination, failing which** they will **not be** permitted to appear in the examinations and concerned student(s) shall only be responsible for any such kind of situation.
4. All the students must have their **Examination Admit Cards along with valid ID cards** in order **to appear in the July 2017 SSE.** In case you do not have a valid University ID then you will only be permitted if you are carrying, in original, either of the following – Aadhar Card, Driving License, PAN Card, Election ID Card, Passport.
5. **If the Examination Admit Card of a student is lost, duplicate Examination Admit Card will be issued by the Examination Department only after the payment of Rs.300/- to the Accounts Department.**
6. Possession of **Smartphones/Smart Watch/Electronic Gadgets etc.** is **not permitted during the Examinations.** If any student is found with the **Smartphones/Smart Watch/Electronic Gadgets etc.,** s/he will be booked under **Unfair Means** as per Rules and Regulations of AU. **Detailed Rules and Regulations pertaining to Unfair Means are available on AU Website under Ordinance – 05** at the link <http://www.ansaluniversity.edu.in/wp-content/uploads/2015/05/First-Ordinance-of-Ansal-University.pdf>.
7. The students should not **make noise/loiter around in the corridors, washrooms and other public utilities** of the University during the Examinations. They should **vacate the building immediately after their exams are over.**
8. The students cannot use the **washrooms for the first one hour and the last thirty minutes of the exam duration.**

  
Anil Yadav  
Controller of Examinations

