

SIGMA UNIVERSITY
Office of the Controller of Examinations

Ref.: SU/ES/Circular/2023-24/01

December 26, 2023

Circular No. ES/2023-24/01

Sub: Winter 2023 Semester End Examinations and Instructions for filling the Examination Form

Applicable courses: Diploma Engg., B. Tech, M. Tech, B. Pharm, M. Pharm, B.Sc. (IT), M. Sc. (IT), BCA, MCA, iMCA, B. Sc., M. Sc., B. Com (Hons.), D. Design, B. Design, M. Design, BBA (HM), DHTM, BHTM, DAHM, BSW, MSW, BBA, MBA, iMBA, B.A, M. A, and DHSI

We are pleased to announce the commencement of the Winter 2023 Semester End Examinations, starting from Monday, January 29, 2024.

Sigma University is committed to enhancing the efficiency, transparency, and accountability of our examination system. In alignment with our ongoing efforts to integrate digital solutions into our academic processes, we are pleased to announce the implementation of an online examination form submission system for the upcoming semester end examinations.

Instructions to Faculties/Institutes:

1. The Examination Forms of enrolled students will be accessible on the University's e-governance portal by concerned Faculties/Institutes from December 28, 2023, to December 30, 2023.
2. Examination forms of Regular students will be shown as approved by default.
3. The Institute must verify that the subjects mapped to each student are according to the course they are enrolled in. If there is any mismatch get it corrected before you proceed with approving the Exam Form.
4. The Faculty/Institute needs to verify the Sigma University's criteria for Granting Term and if the student/s is/are not eligible for the Winter 2023 Examinations, the Faculty/Institute must Reject (Disapprove) the Examination Form/s of concerned student/s.
5. The Faculty/Institute will not be able to either Approve or Reject (Disapprove) Examination Forms after December 30, 2023.

Instructions to Students:


1. For submitting the Examination Form, the student has to login to the Students' Portal [<https://student.sigmauniversity.ac.in>] with their credentials.
2. Students who are eligible to appear in Winter 2023 Semester End Examinations can access their Examination Forms from December 31, 2023, to January 7, 2024; and with late fee from January 8, 2024, to January 14, 2024.
3. Students are advised to adhere to the Schedule for submitting Examination Forms as mentioned in Table 1 overleaf.
4. For any queries related to Examination Forms the students are advised to contact the concerned Faculty/Institute only.

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5. If a student finds any discrepancies in their information – including but not limited to their full name, parent's name, date of birth, enrollment number, subjects assigned, mobile number, Aadhaar number, photograph, and signature – he/she should approach the concerned Institute to have them corrected before proceeding to submit the Examination Form
6. The examination fee must be paid through the digital payment gateway integrated with the portal.
7. The last date for submitting the examination form with late fee is January 14, 2024.

Table 1: Schedule of Examination Form Fee Payment and Submission					
Sr No.	Start Date	End Date	Applicable to	Description	Fee
1	28 Dec 2023	30 Dec 2023	Institute	Verify and Approve/Reject Examination Forms	N/A
2	31 Dec 2023	07 Jan 2024	Student	Verify Details, Pay Fees, and Submit Examination Form	₹2,500
3	08 Jan 2024	11 Jan 2024	Student	Verify Details, and Submit Examination Form with Late Fee	₹3,000 (With Late Fee ₹500)
4	12 Jan 2024	14 Jan 2024	Student		₹3,500 (With Late Fee ₹1,000)

We request all students to adhere to the guidelines and complete the examination form submission process before the deadline.


Prof. Poongundran Paranthaman
Controller of Examinations
Controller of Examinations
Sigma University, Vadodara

To: All Deans, Heads of Departments, Faculty & Staff Members, and Students of Sigma University.

Copy to: Hon. President, Hon. Vice President, Hon. Managing Director, Hon. Provost (Vice Chancellor), Hon. Pro-Vice Chancellor, Registrar, Dy. Registrar, Assistant Registrar (Academics), Coordinator/s – e-Governance, Accounts Section and Circular file for record.