ARKA JAIN University
Jharkhand

NAAC GRADE A
ACCREDITED UNIVERSITY

EXAMINATION DEPARTMENT

Ref. No. AJU/Exam. /2025/790 Date: 12th November, 2025

NOTIFICATION

Sub: Examination Form Fill Up for Regular/Ex-Regular/Backlog End Semester Examination of following Programs and Semesters as mentioned below:

No.	Program/ Branch	Semester	Tentative Exam schedule
1	B.Sc. Nursing [Batch 2024-28]	2nd	**Third week of December, 2025 onwards.**

The **IMPORTANT INFORMATION [A]** & **GUIDELINES FOR EXAMINATION FORM FILL-UP PROCESS [B] ARE MENTIONED BELOW for the adherence by all concerned.**

A. IMPORTANT INFORMATION for the Students: -

1. Examination Fee applicable for the different programs are as follows: -

Regular / Ex- Regular & Backlog Examinations Fees	
Program Name	**Applicable Examination Fee (in Rs).**
B.Sc. Nursing	Rs 1000 /-

2. No-Dues Clearance and Examination Registration date will be from **14th November, 2025 to 20th November, 2025 (without late fine)**
3. No-Dues Clearance and Examination Registration date will be from **21st November, 2025 to 27th November, 2025 (with late fine of Rs. 1000/-)**
4. No-Dues Clearance and Examination Registration date will be from **28th November, 2025 to 04th December, 2025 (with late fine of Rs. 5000/- in exceptional cases) with the approval of Controller of Examinations and the Examination Registration will be closed after 04th December.**
5. **Admit Card will be downloaded from ERP Login by eligible students themselves.**
6. It is compulsory for all concerned students to **fill-up the examination form** within due date only.
7. **Tentative** date for commencement of Examinations is **Third week of December, 2025 onwards.**

ARKA JAIN UNIVERSITY, JHARKHAND
CONTROLLER OF EXAMINATION

B. GUIDELINES FOR EXAMINATION FORM FILL-UP PROCESS: -

1. Students should download their no-dues forms from their ERP login.
2. Students should complete filling the no-dues form, obtain the signatures from various authorities (as mentioned in the No-dues Form). Once all the signs have been obtained, students need to visit the any Accounts office at the University campus where the account official would verify the fee-submission status. Once verified, the accounts officer would keep the No-dues form with him/ her.
3. Following the submission of the No-dues form, students are required to complete the examination registration process through their ERP login.
   [Note: - Students must verify their subjects before proceeding with the examination registration, in case of query, they need to contact their respective ERP Coordinator mentioned below]
4. After completion of the Examination registration process, student needs to pay their Examination fee as applicable.

ERP Coordinators

SL No	School Name	ERP-Coordinator Name	Contact No	E – mail ID
1.	School of Nursing	Ms. Sushmita Ghosh	6204574472	Sushmita.g@arkajainuniversity.ac.in

Special Note –

1] Students are instructed to submit all academic testimonials along with their Migration / TC, if not submitted the same till date, in the Record Cell.

2] Students are instructed to submit their ABC Id to their respective Academic Section.

Any student who has to submit the above-mentioned document/s but fails to submit the same will NOT be allowed to fill- up the Examination form & further would not be allowed to appear in the End-semester Examination.

This is issued by the order of competent authority.

Prof. (Dr.) Praveen Kumar Thakur
Controller of Examinations

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