

**NOTIFICATION**

**Sub: Exam Form Fill up information for 3rd semester (ESE/Regular & Backlog exam) and 5th Semester (ESE/Regular)**

As per UGC guidelines campus is partially open only to complete the Examination related process. Hence, Students will not be allowed in the campus for any other work except examination form fill up.

Students are instructed to follow the Covid – 19 protocols while visiting the campus. Please make sure, you need to wear face mask, maintaining the social distancing and temperature check while entering the campus. You will not be allowed in the campus without these necessary protocols. You are instructed to co – operate with the security authorities in this regard.

Students are informed that, **Exam Form Fill up info for 3rd semester (ESE/Regular & Backlog exam) and 5th Semester (ESE/Regular)** are given hereunder for their information and adherence.

All Students are **strongly advised to follow the ONLINE mode of Exam form fill up only.**

**A. IMPORTANT INFORMATION for the Students: -**

1. **Examination Form fill up date** will be from **December 01, 2020 to December 12, 2020.**
2. **Eligible students list** along with their **Exam form no** will be uploaded on the website on **November 30, 2020.**
3. For any query in this regard, students may contact their **HOD/Programme Coordinator** over phone or can meet as per following schedule: -

Query for the below listed Programmes	Authorised Official for query handling	Sitting Place
Polytechnic & B.Tech	Mr. Ashwani Kumar	University Campus
BBA/B.Com(H)/MBA/BCA/MCA/B.A(Eco.)/BA (FD)/BA (English)	Mr. Arvind Pandey or Dr. Pompei Das Sengupta or Dr. Charu Wadhwa	University Campus or Admission Office
B.Pharma/B.Sc(Biotech)/B.Optomety	Dr. Jyotirmaya Sahoo	University Campus
BA – Journalism & Mass communication	Dr. Rahul Amin	University Campus

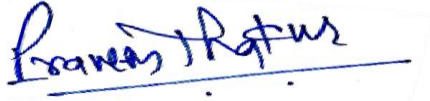
4. **Students are instructed to write/fill their alphanumeric e - form no. mandatorily while paying exam fee online or offline.**
5. **Examination fee paid without Examination form no. will not be considered for examination.**
6. **Online MCQ based Examination of One hour (60 minutes)** will be held.
7. **Students who have earlier failed in the 3<sup>rd</sup> semester examination and wish to reappear for 3<sup>rd</sup> semester exam are instructed to contact registrar office immediately at city office or University campus. After getting the approval from Registrar, student will be allowed to fill the up examination form.**

8. It is compulsory for all concerned students to **FILL UP THE EXAMINATION FORM** within due date only.
9. Furthermore, it is informed that, if any student **missed their Examination or will not be able to appear in their Examination**, due to any reason, then University will conduct a **Special Examination for all such students after re - opening the University through Offline mode via Pen & Paper** in due course of time.

**B. GUIDELINES FOR EXAM FORM FILL UP PROCESS: -**

1. Go to the “Examination (eNotice) [on Dec.01, 2020 onwards]” section under the heading “Academics” in the main menu of AJU official Web site ([www.arkajainuniversity.ac.in](http://www.arkajainuniversity.ac.in)) and check your name and e-form no. in the given list.
2. All students whose name is in the list published, are advised to pay online examination fee [Rs 500/-] by going to the following link on the website: -  
**Admissions – Online Payments – Select User Type as Existing Student**
3. Online mode or offline, it is mandatory to submit **correct Enrolments no / Mobile No / email Id / E-Form No**, without which your application will not be processed.
4. For Offline mode, Students may visit admission office or University campus following Covid-19 protocols as mentioned earlier.

By order of the Hon'ble Vice Chancellor



The image shows a handwritten signature in blue ink, which appears to be 'Pranesh Kumar', written over a horizontal line. The signature is enclosed in a light blue rectangular box.

**Controller of Examination**

**CONTROLLER OF EXAMINATION**  
**ARKA JAIN University, Jharkhand**