

**NOTIFICATION**

**Sub: Examination Form Fill up Process for B.Tech & Polytechnic - 1<sup>st</sup> Semester (ESE/Regular, Ex-regular & Backlog).**

This is to inform to B.Tech & Polytechnic – 1<sup>st</sup> semester students that **IMPORTANT INFORMATION [A] & GUIDELINES FOR EXAMINATION FORM FILL UP PROCESS [B]** are given hereunder for the adherence of all concerned.

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

1. Examination Form fill up date will be from **March 05 to March 12, 2021 without fine.**
2. Examination Form fill up date will be from **March 13 to March 18, 2021 with fine Rs 500/-**
3. **Eligible students list** (Regular/Backlog) along with their **Exam form no** will be uploaded on the website on **March 04, 2021.**
4. If any student(s) names were **NOT listed** in the **Eligible students list**, then she/he needs to contact their respective Dean/ Programme Coordinator for further guidance.
5. **Examination Fee Rs 500/-** will be paid by the students for Regular / Backlog Examination.
6. **Students are instructed to write/fill their alphanumeric e - form no. mandatorily while paying exam fee online or offline.**
7. **Examination fee paid without Examination form no. will not be considered for examination.**
8. **Admit Card** will be displayed in the student's portal and can be downloaded from their w.e.f **March 19, 2021** by the eligible students.
9. It is compulsory for all concerned students to **FILL UP THE EXAMINATION FORM** within due date only.
10. Tentative date for commencement of Examinations is from **March 22, 2021 onwards.**
11. **ONLINE End Semester Examination** [MCQs] will be conducted for 2 hours.
12. Further, it informed that, if any student **missed their Online Examination** due to any reason, then University will conduct a **Special Examination for all such students after re - opening the University through Online or Offline mode [through Pen & Paper]** in due course of time.


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

1. **Go to the "Examination (eNotice) [on March 04, 2021]"** 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 or offline examination fee [Rs 500/-] by following mode:-**
  2. A. **Online Examination Fee can be paid by going to the following link on website: -**  
**Admissions – Online Payments – Select User Type as Existing Student**
  2. B. **Offline Examination fee can be paid at City office or University Campus.**
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.**

**Further, it informed that, in this COVID – 19 pandemic, Students are instructed to follow the Covid – 19 protocols; if they are 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.**

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 related matters..

This is issued by order of the Hon'ble Vice Chancellor.



(Dr. Praveen K.Thakur)  
Controller of Examinations