

NOTIFICATION

**Sub: Special Backlog Examination Form Fill up Process for passing out batch
[UG/Diploma – 2018 & PG – 2019]**

This is to inform all passing out students [Batch:- UG/Diploma – 2018 & PG – 2019] that Examination Department has planned Special Backlog Examination Form Fill up Process for such students who had any backlog in their previous semesters [Odd/Even].

This is ONE TIME OPPORTUNITY for all such students to clear their backlogs, if any.

In view of the above some **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 **August 16 to August 28, 2021 without fine.**
2. Examination Form fill up date will be from **August 30 to September 04, 2021 with fine Rs 500/-.**
3. **Students list [backlog] along with their Exam form no. will be uploaded on the website on August 14, 2021. [Note: If any student has any backlog in their previous semester and his name is not listed in the list then he / she is instructed to inform Examination Department in writing via E – mail to – examhelp@arkajainuniversity.ac.in]**
4. **Examination Fee Rs 500/- for each semester will be paid by the students.**
5. **Students are instructed to write/fill their alphanumeric e - form no. mandatorily while paying exam fee online or offline.**
6. **Examination fee paid without Examination form no. will not be considered for examination.**
7. It is compulsory for all concerned students to **FILL UP THE EXAMINATION FORM** within due date only.
8. Tentative date for commencement of Examinations is from **September 07, 2021 onwards.**
9. **ONLINE End Semester Examination [MCQs]** will be conducted for 2 hours.
10. Further, it informed that, this is the ONE TIME OPPORTUNITY for all such students to fill their Examination form

B. GUIDELINES FOR EXAMINATION FORM FILL UP PROCESS: -

1. Go to the “Examination (e-Notice) [on August 14, 2021]” section under the heading “Academics” in the main menu of AJU official Web site (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 [**10.00 AM to 5.00 PM**] and University Campus [**8.30 AM to 3.30 PM**]
3. Online mode or offline, it is mandatory to submit correct Enrolments no. / Mobile No. / E-mail 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 City Office or campus [After Opening from Lockdown] . 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.

This is issued by order of the Vice Chancellor.

CONTROLLER OF EXAMINATIONS



ARKA JAIN University, Jharkhand