

NOTIFICATION

Sub: Phase – 2: Special Backlog Examination Form Fill up Process for Final Sem. Students [for those who so ever are in final semester in 2021].

[A] For those, who so ever NOT Filled their Examination Form in the 1st Phase of Examination

[Exam fee Rs 500/- is applicable].

[B] For those, who missed / not submitted the exam / etc.

[EXAM fee is excepted; No Need to fill Examination form, ONLY Send an e - mail].

This is to inform to the Final Sem. / Passing Out Batch students that **Phase – 2: Special Backlog Examination Form Fill up Process** will be starting from October 4, 2021 onwards.

The **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 **October 04 to October 09, 2021 without fine.**
2. **A. Eligible students list** along with their **Exam form no.** will be uploaded on the website on **October 03, 2021.**
B. Special backlog Examination appeared [Phase-1] Students are suggested to send an e-mail to examhelp@arkajainuniversity.ac.in , if they Missed / Not submitted the exam by October 11, 2021.
[Note – Admit Card no. will remain the same / previous one for Phase – 2 Exam].
4. If any student(s) names were **NOT listed** in the **Eligible students list [3A]**, then she/he needs to contact Examination department [Office no – 9182350 30485 during office hrs] for further guidance.
5. **Examination Fee Rs 500/-** will be paid by the students for Special 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 No** will be given to 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 **October 25, 2021 onwards.**
11. **ONLINE End Semester Examination [MCQs]** will be conducted for 2 hours.
12. Further, it informed that, this is the **LAST 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 October 04, 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 University 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.

This is issued by order of the Vice Chancellor.

CONTROLLER OF EXAMINATIONS



ARKA JAIN University, Jharkhand